



ADMINISTRATION AND  
MANAGEMENT

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MAY 3 2012

### MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

SUBJECT: Missouri River (North Dakota) Task Force – Membership Balance Plan and Charter  
Renewal Approval

The membership balance plan (TAB A) and the renewed charter (TAB B) for the Missouri River (North Dakota) Task Force (hereafter referred to as “the Task Force”) are approved. A copy of the Task Force’s charter will be provided to the Task Force and its Designated Federal Officer (DFO), once my Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Department of Defense Office of General Counsel (DoD OGC), has affirmed that the 16 individuals recommended for and appointed to the Task Force, as designated by the relevant statute, shall be appointed to serve as representative members.

Each member shall be notified, in writing, of the Secretary of Defense’s approval decision. In preparing your appointment or renewal of appointment letters, the Task Force’s DFO should consult the ACMO and DoD OGC, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:

- (a) That their appointment to serve on the Task Force is without compensation, with the exception of travel and per diem.
- (b) That they are appointed to serve as a special government employee, regular government employee, or representative member, as appropriate.
- (c) An explanation of the difference between serving as special government employees and representative members, and a summary of the applicable ethics requirements, to include whether they are required to file a Confidential Financial Disclosure Report.

As the Task Force’s DoD Sponsor, you are responsible for:

- (a) Ensuring that the Task Force’s DFO attends all Task Force and subcommittee meetings for the entire duration of each and every meeting.
- (b) Ensuring that the DFO and the Task Force fully comply with all governing Federal statutes and regulations, to include DoD Instruction 5105.04, “Department of Defense Federal Advisory Committee Management Program.”

- (c) Ensuring that all Task Force and subcommittee work complies with the tasks set out in the relevant statute(s).
- (d) Providing adequate support to the Task Force and its membership, and ensuring that the Task Force's membership is not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that the Task Force members are appointed according to DoD policy and that they do not serve on the Task Force until all personnel and ethics paperwork is processed by the appropriate offices.
- (f) Ensuring that all DoD and other agency documents provided to the Task Force are marked according to governing DoD policy and procedures.
- (g) Monitoring the implementation status of any recommendation adopted by the DoD or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions about the Department's program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman at 703-692-5952, or by email at [James.Freeman@osd.mil](mailto:James.Freeman@osd.mil).



Michael L. Rhodes  
Director

Attachments:  
As stated